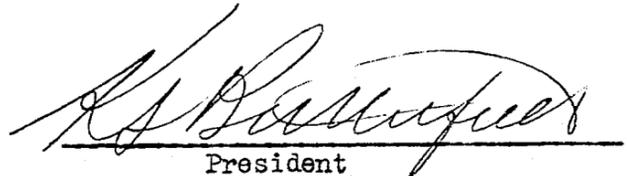


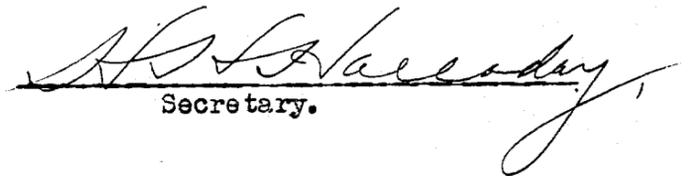
- Sale of horse at Chi & other fairs. Incomes to be credited to Farm and Horse
22. Dean Shaw presented a statement from Mr. Hudson relative to prizes and sales of horses at Chicago and other fairs.
23. Dean Shaw raised a question concerning the crediting of certain incomes from Farm and Horse Department in order that current expenses may be met.
- Action on F. & Horse Budget referred to Pres. Sec. & Dean Show.
24. Dean Shaw made the report as requested by the Board, relative to the location of an Experimental Potato Farm.
- Dir. Shaw reported on potato farm. Deferred.
- On motion of Mr. McColl, it was voted that the action on the budget, for the Farm and Horse Department be left to the President, Secretary Halladay and Dean Shaw, with power.
- On motion of Mr. Watkins, it was voted that the report be accepted and that the matter of the location of the Potato Station be deferred and that the various groups endorsing certain locations be invited to meet with the Board and discuss the matter at their next meeting.

NEW BUSINESS FROM MEMBERS OF THE BOARD.

- Com. on Bd. Com. made an informal report.
1. The Committee on Board Committees made an informal report. Action was deferred.
- Next Meeting
2. The next meeting of the Board will be held January 24th at 6 P. M., and January 25th.

THE MEETING ADJOURNED AT 6 P. M.


President


Secretary.

MINUTES OF THE
MEETING OF THE STATE BOARD OF AGRICULTURE
January 25th, 1928.

THE MEETING WAS CALLED TO ORDER AT 9:00 A.M.

Present: President Butterfield, Mrs. Stockman, Messrs. Brody, Watkins, McPherson and Secretary Halladay.

Absent: Messrs. McColl, Pearce and Gowdy.

REPORTS OF PRESIDENT FOR RECORD:

- Scholarship Parke, Davis. Sale of land
1. Scholarship of \$500 received from Parke, Davis and Company.
2. Report from Mr. Schepers regarding sale of land.
- Transfer of funds from Farm & Horse to Leg. Acct.
3. Transfer of charge of \$5,545.74, from account of Farm and Horse Department to special Legislative Account of \$15,000, to cover cost of drainage, fencing, etc. of farm lands, which was charged against Farm and Horse Department.

EXECUTIVE ORDERS FOR CONFIRMATION

- Resignation J. E. Burnett
1. Resignation of Mr. J. E. Burnett accepted, effective January 1, 1928.
- Resignation Murl B. Kurtz
2. Resignation of Murl B. Kurtz accepted, effective December 31, 1927.
- Robert Bear, Instruc. Agr. Engineer.
3. Appointment of Mr. Robert Bear as Instructor in Agricultural Engineering for months of January and February, 1928, at a salary of \$275 a month.
- E. W. COULTER, Grad. Asst.
4. Appointment of Mr. E. W. Coulter to the position of Graduate Assistant in Bacteriology, at a salary of \$80 a month, effective January 1, 1928.
- S. F. Edwards, Bacty Dept.
5. Appointment of S. F. Edwards to the staff of the Department of Bacteriology to take charge of the work with nitrogen fixing bacteria, effective January 21, without salary.
- Adjustment Leon C. Todd's appointment
6. Adjustment of Leon C. Todd's appointment, to take effect January 16, instead of Jan. 1, 1928.
- G. S. Tolles & W. F. Morofsky removed from payroll
7. Removal of names of G. S. Tolles and W. F. Morofsky, Department of Entomology from the payroll for the period of December 1, 1927 to April 1, 1928, during which time their salaries will be paid by the Federal Government.
- Appt. W. L. Bailor, Sec. Off.
8. Appointment of W. L. Bailor to the position of Clerk in the office of the Secretary at a salary of \$1740, \$1160 to be paid from Extension funds, and \$580 to be paid from College funds, effective January 1, 1928.
- Revision in Extension Budget
9. Revision in Extension Budget as follows: Transfer \$2100 salary, State-Smith Lever, from Home Management to Nutrition; Transfer \$800 travel Extension State, from Home Management to Nutrition; Transfer \$400 Maintenance from Home Products Marketing to Nutrition.

10. Blanket order to cover out-of-state travel to Federal Office in Toledo in charge of European Corn Borer Control as may be necessary in the course of regular work.

Blanket order covering Out-of-state travel

On motion of Mr. Watkins, it was voted that the above Executive Orders for confirmation be approved.

RECOMMENDATIONS FROM THE PRESIDENT FOR ACTION OF THE BOARD.

1. The President brought up certain requests for minor equipment and recommended they be left to the Buildings Committee with power.

Requests for minor equip. referred to Mr. McColl & Mr. McPherson Physics Dept. to get receipt

On motion of Mr. Watkins, it was voted that the above matter be left to Mr. McColl, Chairman of the Building Committee and Mr. McPherson, Chairman of the Finance Committee.

2. The President recommended that the Department of Physics be credited with its receipts.

On motion of Mrs. Stockman, it was voted to refer the above matter to the Finance Committee.

3. The President recommended that the Department of Physiology and Pharmacology be credited with its receipts.

Physiol. & Phar. to be credited with receipts

On motion of Mrs. Stockman, it was voted that the above matter be referred to the Finance Committee.

4. The President recommended the acceptance of Mr. J. S. Taylor's resignation, effective August 31, 1928.

Resignation of J. S. Taylor

On motion of Mr. Brody, it was voted to accept the above resignation.

5. The President recommended that Mr. Lewis Graveure be appointed to the position of Head of the Voice Department, effective September 1, 1928 at a salary of \$6,000.00; \$4500 from College and the balance by Projected School of Music.

Apptment of Mr. Louis Graveure

On motion of Mr. Brody, it was voted to approve the above recommendation.

6. The President recommended the appointment of Mr. Edliff Slaughter, as Assistant Football Coach and Mr. Edward Vandervoort, Seasonal Varsity Football Coach.

Appt. Edliff Slaughter & Edward Vandervoort.

On motion of Mr. Watkins, it was voted to approve the appointment of Mr. Slaughter at a salary of \$4,000 per year, effective September 1, 1928 and Mr. Vandervoort at a salary of \$1000 from September 1st to December 1st, 1928.

RECOMMENDATIONS FROM THE SECRETARY FOR ACTION OF THE BOARD

1. The Secretary recommended the appointment of Mr. Vernon Severance to take the place vacated by Mr. Bailor in the Stores Department at a salary of \$1380, effective January 1st.

Appt. Vernon Severance

On motion of Mr. McPherson, it was voted that the above appointment be approved.

2. Secretary Halladay presented a report from Mr. Lavers relative to repairing some of the buildings on the campus at a cost of \$8,748.00.

Report re cost of repairing certain bldgs on campus.

The report was accepted and placed on file.

3. The Secretary read a report from Mr. Lavers relative to the cost of extending heat to the Gymnasium water plant, which would cost approximately \$800.00.

Heat to be extended to Gym.

On motion of Mr. Brody, it was voted that the above work be completed at the earliest possible moment.

4. The Secretary reported on the matter of legume cultures.

Legume culture. Referred to Messrs. Brody, Giltner & Halladay with power.

On motion of Mr. McPherson, it was voted that the matter of legume cultures be left to a committee composed of Mr. Brody, Dr. Giltner and Secretary Halladay with power to make such adjustments as may appear necessary.

5. Secretary Halladay read a letter from Mr. Ira Butterfield addressed to the State Board of Agriculture, which is as follows:

Letter from Ira H. Butterfield

"Mr. Ira Butterfield wishes to express to the Board his sincere appreciation for the floral piece sent by the College in memory of his wife, who recently passed away. Dr. Kenyon L. Butterfield and family wish to join in this expression."

On motion of Mr. McPherson, it was voted that this letter be made a part of the records.

6. The Secretary presented a statement and a request to the Board from Mr. Ralph Tenny for \$1600 for one new dynamometer.

Funds requested by Mr. Tenny for new dynamometer matter deferred

On motion of Mr. McPherson, it was voted that the matter be deferred.

RECOMMENDATIONS FROM DEANS, DIRECTORS OR OTHER OFFICERS FOR ACTION OF THE BOARD

1. Dean Giltner recommended that Mr. F. W. Fabian be granted leave of absence for the academic year 1928-29, to complete resident requirements at Yale University for Ph. D. degree, with full pay for six months and the opportunity to take the vacation periods of 1928 and 1929.

Leave of Absence F. W. Fabian deferred

On motion of Mr. Brody, it was voted to defer the above matter.

Sal.increase
G.E.Taylor

2. Dean Shaw recommended that the salary of Mr. G. E. Taylor be increased from \$2100 to \$2400 as of January 1, 1928.

On motion of Mr. Watkins, it was voted that Mr. Taylor's salary be increased \$25.00 per month from January 1st until further notice.

Resignation
C. E. Cormany

3. Dean Shaw recommended that Mr. C. E. Cormany's resignation be accepted to take effect February 29th.

On motion of Mr. Brody, it was voted to accept Mr. Cormany's resignation effective as soon as his college work ceases.

Resignation
C.M.Ferguson

4. Dean Shaw recommended that Mr. C. M. Ferguson's resignation be accepted to take effect February 29th.

On motion of Mr. Brody, it was voted to accept Mr. Ferguson's resignation effective as soon as his college work ceases.

5. Mr. Emmons, Chairman of the Committee on Student fees, made a report to the Board.

\$1 fee St. News
Collection
of Wolverine
Fees to be dis-
continued
Mr. Richards
reported re
Artists Music
al Course.
Also on estb.
of Cons. of
Music

On motion of Mrs. Stockman, it was voted that the college discontinue the collection of fees for the Wolverine, but that an amount not to exceed \$1.00 be collected for the State News.

6. Professor Richards reported regarding the suggested Artists Musical Course, as requested at the December meeting of the Board.

No action.

7. Mr. Richards appeared before the Board and reported on the contemplated establishment of the Conservatory of Music.

No action.

Petition by
members of
faculty for
water soft.
system

9. The President presented a petition, signed by fourteen members of the faculty for a central water softening system.

On motion of Mr. Brody, it was voted to defer the above matter until funds are available.

Budget for Jr.
Farmers Week.

10. The President presented a request from Mr. Walpole that a budget, not to exceed \$400 be allowed for Junior Farmers' Week Expenses.

On motion of Mrs. Stockman, it was voted that the \$400 be allowed.

Dr. Bessey re-
quested instal-
lation of Elec
refrigerator
in basement

11. Dr. Bessey requested the installation of an electrical refrigerator in the basement of the laboratory at a cost of \$400.00.

On motion of Mr. Brody, it was voted to refer the above matter to the Buildings and Grounds Committee.

FINANCIAL REPORTS AND OTHER BUSINESS CONNECTED WITH THE FINANCES OF THE INSTITUTION

Mr. Davidson
made report
of audit

1. Mr. Davidson made a report of the audit of the books for the biennium ending June 30, 1927.

On motion of Mr. McPherson, it was voted to accept the report and the same was placed on file in the Secretary's Office.

Report by Fi-
nance Com. on
Financial sit-
uation at col-
lege.

2. Mr. McPherson, Chairman of the Finance Committee, made the report on the Financial situation of the college as presented to them by Mr. Davidson, which is as follows:

"The Finance Committee begs to submit its report on the investigation of the audits prepared by Mr. Robert Davidson as follows:

(1) That the report on the audit for Biennial ending June 30, 1927 be accepted and placed on file.

(2) That the report on the study of "Rules for the Preparation and Execution of the budget of the State Board of Agriculture" be accepted and placed on file with the exception that the budget rules contained in the report be changed to read as follows:

RULES FOR THE PREPARATION AND EXECUTION OF THE BUDGET OF THE STATE BOARD OF AGRICULTURE

AUTHORITY OF THE STATE BOARD OF AGRICULTURE

No expenditures from the funds of the institution shall be incurred, authorized, allowed, or paid except under the rules herein prescribed, or by express vote of the State Board of Agriculture.

THE BUDGET

The funds of the institution from all sources shall be apportioned for use through a Budget, effective only by vote of the Board, and covering the "Fiscal year", July 1 to June 30.

The Budget is the only authoritative document for the financial operation of the institution and shall not be changed in any particular nor shall any expenses be incurred or allowed for which funds are not available or authorized in the budget, except by vote of the Board.

The budget

The Budget shall be prepared under the direction of the finance Committee of the State Board of Agriculture. It shall be their duty to apportion the funds to the various classifications of the college budget as well as all special appropriations.

The proposed budget shall be tabulated under the direction of the Secretary of the College and be submitted by him to the State Board of Agriculture and the President, who after making his recommendations thereon shall resubmit it to the State Board of Agriculture for approval.

The Budget and proposals shall be prepared on forms approved by the State Board of Agriculture and shall become a part of the permanent records of the college.

All contracts between the college and other parties must be signed by the Business Manager and a copy placed in the files of the Controller for his records.

CLASSIFICATION OF BUDGET

The Budget shall be divided as follows:

(1) Current Maintenance - Personal Service; to include all positions, the incumbents of which are considered permanent employees and are on a monthly salary basis.

(2) Current Maintenance - Operation; to include the expense involved in maintaining and operating the institution in its various activities apart from salaries and additions to plant.

(3) Additions to Plant; to include expenditures other than those necessary for the current maintenance of the institution and that added to the inventoried value of the property of the institution.

The totals of these three parts or divisions of the budget shall constitute the apportionments to departments and services. There shall, however, be presented with the budget a statement of:

(4) Funds: to include such gifts, endowments, trust funds, deposits from organizations connected with the institution, and other funds for which the Treasurer of the College is responsible, but which in general do not come from appropriations made by Federal and State Governments.

THE BUSINESS MANAGER:

Responsibility for the execution of the budget and in general for the business operations of the institution lies with the Business Manager of the College as prescribed by law.

THE TREASURER:

The Treasurer is custodian of all moneys of the institution and shall operate as prescribed by law. He shall prepare such reports as may be required by the State Board. He shall furnish bond in such amount and in such terms as may be voted by the State Board of Agriculture.

THE CONTROLLER:

The Controller shall have immediate charge of the accounting services. It will be his duty to see that no departments are allowed to overrun their budget and any expenditures that in his opinion seem unwise shall not be allowed without the Business Manager first submitting them to the State Board of Agriculture for approval. Matters pertaining to the finances of the institution which in the Controller's opinion are being mishandled by the departments shall be reported by him through the Business Manager and the President to the State Board of Agriculture.

SUNDRY REGULATIONS

SALARY LIST:

Authorization to place employees on the salary list shall come through the President to the State Board of Agriculture. Requests for changes in salaries, additions to or replacements in the teaching staff shall go to the President through the proper department heads, directors and deans to the Board.

RESIGNATIONS:

All resignations shall be made through the proper channels to the President of the College, who shall report the same to the State Board of Agriculture. Wherein it comes to the attention of the Business Manager that persons no longer are in the employ of the college he has the authority to remove said persons from the payroll, notifying the President and State Board of his action.

REQUISITIONS:

No purchases are authorized except those made by authorized requisitions on approved forms; and are valid only when approved by the Controller.

The official making the requisition shall indicate the desired classification of the material or service to be purchased; the Controller, however, has authority to re-classify if in his judgment the suggested classification is incorrect.

Classification
of Budget

The Business
Manager

The Treasurer

The Controller

Sundry Regula-
tions

Salary list

Resignations

Requisitions

All bills not thus placed and approved shall be reported to the Business Manager who shall report the matter to the State Board. The Board may vote to consider these irregular bills or obligations as personally chargeable to the person incurring the bill.

Out-of-State
& Intra-
Travel

OUT-OF-STATE TRAVEL AND INTRASTATE TRAVEL:

No travel out of the State shall be undertaken unless authority is granted by the President and approved by the State Board. No "intra-state" travel shall be undertaken unless approved by the Department heads, Dean or Director. All bills for out-of-state travel after the expenditures have been authorized must have the approval of the President before payment.

Earnings

EARNINGS:

Departments shall be credited with all earnings except fees from regularly enrolled resident students, and may use their earnings in addition to the amount of their apportionment.

Dept. Balances

DEPARTMENT BALANCES:

Department balances shall not be carried over into the succeeding fiscal year.

Records

RECORDS:

The minute book of the State Board of Agriculture shall be the authority for the Business Manager in adjusting matters pertaining to the budget. Other parties affected by these changes shall be notified by the President.

Audit

AUDIT:

A regular audit of all the accounts of the institution shall be made by such auditors as may be employed or designated by the State Board of Agriculture and at such intervals as are by them prescribed."

The Finance Committee recommends that all budget rules and other resolutions of the Board pertaining to finances contrary to the provision of these budget rules be repealed.

The Committee recommends that the State Board employ Mr. Robert Davidson to make the audit for the year ending June 30, 1928, to assist in the preparation of the 1929-9 budget and to make a study of the situation mentioned in his report in regard to stenographic and clerical help and also to submit to the committee his recommendations and opinion of the financial benefit to the college of the semester plan of education over the so-called "term plan of education."

On motion of Mr. Brody, it was voted that an amendment under "Sundry Regulations" first sentence, be made as follows: "Authority to place the employees on the salary list shall come from the President on behalf of the State Board of Agriculture.

3. On motion of Mrs. Stockman, it was voted that an additional sentence under the sub-heading "Earnings" be inserted as follows: "Provided, that the item "estimated receipts" shall be in each case fixed by the State Board of Agriculture in the budget, and no earnings shall be credited to the department beyond "estimated receipts" except on recommendation of the Dean or Director to the State Board.

4. On motion of Mr. Watkins, it was voted that an additional sentence at the completion of the report be added to read as follows: "Also have such other studies of costs and institutional efficiency as the Board may authorize.

5. On motion of Mr. McPherson, the report of the Finance Committee as amended was approved.

Motion carried unanimously.

6. The matter relative to Mr. Davidson's employment for the future.

On motion of Mr. Watkins, it was voted that the above matter be referred to Mr. McPherson and Secretary Halladay with power to act.

7. On motion of Mr. McPherson, it was voted that the 10% added to the stock purchases from the Store be revoked July 1st, 1928 and that the expense of running the Store be put into the regular budget.

UNFINISHED BUSINESS:

1. On motion of Mr. McPherson, it was voted that Mr. Wilkins' resignation as of January 1st be laid upon the table.

NEW BUSINESS FROM MEMBERS OF THE BOARD.

1. On motion of Mr. Brody, it was voted that the Secretary be authorized to sign the contract with the Commonwealth Power Company of Grand Rapids to erect poles on the Graham Station farm for servicing station buildings.

2. Time of next meeting.

On motion of Mr. McPherson, it was voted that the next meeting of the Board be held Wednesday, February 15th at 9 A. M. at the President's Office.

THE MEETING ADJOURNED AT 3:30

Kenneth L. Bueler
President

Herbert H. Halladay
Secretary

All previous
budget rules &
resolutions to
be repealed

Mr. Davidson to
be retained to
prepare budget
& submit plans
for semester
work. Also study
stenog. question
Amendment under
"Sundry Regula-
tions

Sentence added
to "Earnings"

Other studies
of costs & in-
stitutional ef-
ficiency.

Finance Com. re-
port approved
as amended

Mr. Davidson's
employment in
future refer-
red to Mr. Mc-
Pherson & Sec.
10% added to
stock purchases
to be revoked

Mr. Wilkins' re-
signation laid
upon the table

Sec. authorized
sign contract
with Commonweal-
th Power Co.

Next meeting